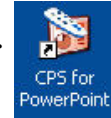




Clickers Cheat Sheet

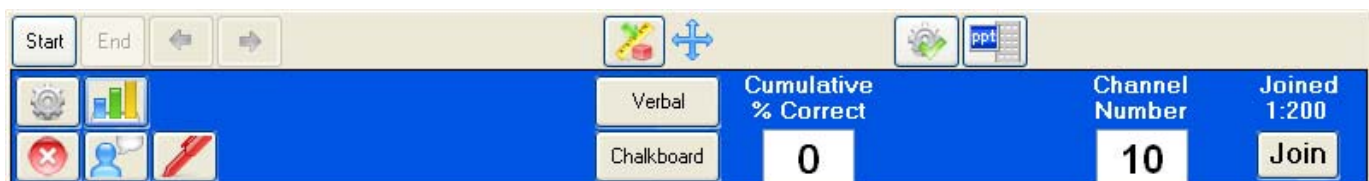
1. COPY THE POWERPOINT Presentation to the DESKTOP from your flash-drive.
2. Open CPS FOR POWERPOINT; make sure the CPS ribbon menu is visible.




3. Click the Windows icon  or Ctrl + O to open the file that was copied to the desktop in step one.
4. START THE SLIDESHOW (by pressing F5, or going to View → Slide Show).
5. SELECT THE SOMAnonymous CLASS from the class drop down list in the Session Options dialog box. The students can turn on their clickers at this point.
6. Run the slideshow as usual. When you get to a question slide, click **ENGAGE** on the lower CPS menu bar. The timer will start automatically.



7. CPS will process the results when the timer runs out, or after all the responses are in, click the  button. (You can see the tally in the lower right corner in the white box on the CPS menu bar.)



8. To return to the PowerPoint slide, click the  button in the lower left corner of the CPS menu bar. **Click once** on the slide to toggle back to the slide show, **click again** to advance the slide.
9. **Repeat** this process for every question.
10. At the end of the lecture, click the CLOSE button on the lower CPS menu bar.

11. Go to  and then 

12. Click  to turn off all the students' response pads.